**Competency Assessments**

**Project 10-1: Mom’s Favorite Recipes**

**You know that your mom will be sending you more recipes for her cookbook. You decide to create a table of contents using headings in the cookbook, making it easy to update as recipes are added.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *momsfavorites1*** from the data files for this lesson. On the Home tab, turn on your **Show/Hide** command.

**2.** Use the Go To command to go to page 3. Select the Breads heading and apply the **Heading 1** style to it.

**3.** Select the Banana Nut Bread/Chocolate Chip Muffins heading and apply the **Heading 2** style.

**4.** Apply the **Heading 2** style to the remaining recipe headings.

**5.** On page 1, position the insertion point before the M in Main Dishes.

**6.** On the References tab, in the Table of Contents group, click the **Table of Contents** button. Select **Automatic Table 1** from the menu.

**7.** Center Contents and apply the Title style.

**8.** Select the table and click the **Update Table** button. Update the page numbers only.

**9. SAVE** the worksheet as ***moms\_recipes\_toc*** in your USB flash drive and **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

**Competency Assessment**

**Project 10-2: Margie Travel**

**You will be updating the Explore the World flyer created in an earlier lesson. Since this flyer will be shared by email, you want to insert hyperlinks and Margie’s email address.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***exploring\_world\_flyer*** document from the lesson folder.

**2.** Select the **Explore the World** text. On the Insert tab in the Links group, select **Hyperlink**.

**3.** In the address box, key **http://www.margiestravel.com**. Click **OK**.

**4.** Place the insertion point at the end of the paragraph, press **Enter**. Key **Contact: Margie** and **align right**.

**5.** Select **Margie** and in the Links group, click **Hyperlink**, then select **E-mail address**.

**6.** For the E-mail address, key **Margie@margiestravel.com**. Click **OK**.

**7. SAVE** the document as ***world\_flyer\_update*** in your USB flash drive and close the file.

**LEAVE** Word open for the next project.

**Proficiency Assessments**

**Project 10-3: First Ladies**

**You will be modifying the First Ladies document by formatting the footnotes and changing the number format.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***firstladies4*** document from the lesson folder.

**2.** At the end of page 1, select the first footnote and format the footnote with a hanging indent, single space and spacing after to 12 pts. between each footnote.

**3.** Complete the same process in step 2 for the second and third footnote.

**4.** Place the insertion point after the first footnote below the horizontal line. On the References tab in the Footnotes group, launch the Footnote and Endnote dialog box and change the number format to lowercase Roman numerals.

**5. SAVE** the worksheet as ***firstladies4\_update*** in your USB flash drive in the lesson folder and **CLOSE** the file.

**LEAVE** Word open for the next project.

**Project 10-4: Computer Use Policy Contents**

**Add a table of contents to the Computer Use Policy document.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *computeruse2*** from the data files for this lesson.

**2.** Select the title, **Computer Use Policy**, and apply the Title style.

**3.** Select **Section One** and apply the Heading 1 style.

**4.** Select **Purpose** and apply the Heading 2 style.

**5.** In the same manner, continue applying the **Heading 1** and **Heading 2** styles to the headings for the remainder of the document.

**6.** On page 1, position the insertion point before the C in Computer Use Policy and insert a built-in table of contents using the Automatic Table 1 style.

**7.** With the insertion point in front of the C in Computer Use Policy, insert a page break.

**8. SAVE** the document as ***computer\_use\_toc*** in your USB flash drive and **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next project.

**Mastery Assessments**

**Project 10-5: USA Proposal**

**You need to add a table of contents to the USA Proposal document. However, the document was created without using heading styles, and you cannot change the format of the document. Use the Add Text command to create a table of contents.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN *USAproposal*** from the data files for this lesson.

**2.** Use the Add Text command to create a table of contents with three levels. Level 1 will be the

Proposal Description, Level 2 will be the three Options, and Level 3 will be the cities listed under each option.

**3.** Add a page break at the beginning of the document and select the hidden mark and Clear Formatting and create a blank line.

**4.** Key **Table of Contents**. Change the font to **Arial**, font size to **20 pts**, and spacing after to **12 pts** and **center**.

**5.** Create a manual table of contents using the Formal format.

**6. SAVE** the document as ***USA\_proposal\_toc*** in your USB flash drive in the lesson folder and **CLOSE** the file.

**PAUSE. LEAVE** Word open for the next exercise.

**Project 10-6: Computer Use Policy Contents Update**

**You will be using Project 10-4 to update a table of contents.**

**GET READY. LAUNCH** Word if it is not already running.

**1. OPEN** the ***computer\_use\_toc*** completed in Project 10-4.

**2.** Delete all of Section Seven by selecting text beginning at Section Seven to the end of the paragraph under Encryption.

**3.** Renumber Section Eight to **Section Seven**, renumber Section Nine to **Section Eight**, and renumber Section Ten to **Section Nine**.

**4.** Return to the table of contents and update the entire table of contents.

**5. SAVE** the worksheet as ***computer\_toc\_update*** and **CLOSE** the file.

**CLOSE** Word.